

Leadership Services Commission

Encouraging productive team efforts

Share expectations and directions

What more do PTA leaders need beyond a Toolkit and a job description? Most need to understand the priorities of their job and how much time they are expected to spend on tasks. Some may need guidance in managing their workloads. Communicate your expectations and provide due dates. Ask to make sure they understand what is being asked of them.

Identify your “customers” and how to treat them

Make sure all your PTAs know how to reach their district counterparts and come to agreement as a district on responding in a timely manner to questions and concerns.

Sometimes PTA leaders hear the frustrations and concerns from upset councils, units and PTA members because those leaders are the face of the association. When replying, stay focused on the reasons for their feelings and how you can assist them. The goal should be to help them understand and have a positive attitude.

Understand PTA’s policies and procedures

When your team understands the reasons for policies and procedures as well as where they come from (bylaws, Toolkit) they will be able to explain them to others. Discuss the attitude your team projects. Encourage them to avoid commiserating about how restrictive or prescriptive PTA is by helping others understand that many of our "rules" are based on IRS regulations and corporate law for non-profits.

Communicate clearly and provide direction

Sharing and forwarding information is a main task for district PTAs

as they are the conduit to the councils and units and the PTA members.

If you forward emails without direction or context, some may not know what to do with them. Make sure the recipients don't need to spend time understanding or figuring out what you want.